



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 1050.2

Code 004

27 OCT 1998

CNET INSTRUCTION 1050.2

Subj: HOLIDAY LEAVE PERIOD DURING DECEMBER AND JANUARY

Ref: (a) U.S. Navy Regulations, Article 1118
(b) SECNAVINST 4950.4

(R)

1. Purpose. To provide guidance and assign responsibilities for the granting of leave during the subject leave period, for staff and students/trainee personnel, at Naval Education and Training (NAVEDTRACOM) activities.

2. Discussion

a. In order to afford the maximum opportunity for staff and student/trainee personnel to be granted leave during Holiday period, a holiday leave period will be designated by the Chief of Naval Education and Training (CNET) for all NAVEDTRACOM activities. In addition, it is expected that this holiday period will permit overhaul and maintenance of training equipment, which is precluded during the training year due to classes in session. However, training commitments may preclude some activities from participating fully in the established leave period in that courses of instruction must be continued in accordance with the established class convening schedules in order to meet planned yearly throughput, or to prevent/reduce unacceptable student and trainee awaiting instruction backlog.

b. Commanding officers are encouraged to establish a liberal leave policy during this period consistent with mission accomplishment. Every effort should be made to ensure that our newest sailors don't miss the opportunity to take leave during the holiday period and that those who do not take leave are appropriately led during the holiday season.

(A)

3. Policy. The December and January holiday leave period will normally commence at close of business on the Friday immediately preceding the 25th day of December with classes resuming on the Monday following 1 January. For those years that 25 December occurs on Saturday or Sunday, the leave period shall commence at close of business on the second Friday preceding 25 December with classes resuming on the Tuesday following 1 January.

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4. Procedures

a. Holiday leave commensurate with the planned yearly throughput shall be considered at the time of preparation of the class convening schedules and, if appropriate, reflected in those schedules.

b. In those circumstances which dictate continuing classes through the holiday leave period, school Commanding Officers will notify CNET of courses required to remain in session.

c. Contingent upon satisfactory status of the planned yearly throughput and absence of an unacceptable awaiting instruction backlog, personnel may be granted leave in accordance with reference (a), as follows:

(1) Staff personnel, both military and civilian, may be granted leave within the limitations imposed by security requirements and the maintenance of essential services.

(2) Holiday leave for officer students and enlisted students/trainees, other than recruits, may be granted by the commanding officer of the activity.

A) (3) Training activities anticipating receipt of recent graduates of recruit training during the holiday leave period should contact RTC Great Lakes as soon as possible (POC: Code 20, DSN: 792-2169/6945/6840) and provide sufficient information that will allow granting recruits leave in route to the training activity.

(4) Leave for foreign national students and trainees shall be administered in accordance with reference (b).

d. Those NAVEDTRACOM activities unable to comply with the provisions of this instruction due to special considerations or unique circumstances, shall notify CNET directly or, if applicable, via their chain of command.

D)



R. M. SCOTT
Chief of Staff

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